

Brownfield Inventory Submittal Instructions

Below are instructions for filling out the brownfield inventory submittal form. Fill the form out to the best of your knowledge. If you have any questions about this form, please call the Kentucky Brownfield Program at 1-800-926-8111.

General Site Information-

County: Provide the name of the county where the property is located.

Address: Provide the physical address of the property including the five digit area code or zip + 4.

Property Acreage: Provide the acreage of the property.

Sale Price: Provide the asking price of the property.

Latitude and Longitude: The following hierarchy should be used to determine where to obtain the reading:

- First Choice: Near the front door of the facility's on-property, main office;
- Second Choice: If there is not a main office on the property, then at the facility's front entrance (gate);
- Last Choice: If there is not a main office on the facility's property or an identifiable front entrance, then the lat/long should be collected at the approximate center of all of the Department for Environmental Protection regulated activities occurring at the facility (determined by using best judgment).

Lat/long readings should be recorded in degrees, minutes, and seconds to at least one decimal place (dd mm' ss.s") for handheld GPS collected locations, and to two decimal places (dd mm' ss.ss") for mapping grade GPS collected locations. The GPS Map Datum setting should be NAD83.

The latitude for any site in Kentucky will be between 36° 27' and 39° 09'.

The longitude for any site in Kentucky will be between -89° 36' and -81° 57'.

Lat/Long Collection Method: Indicate how the latitude and longitude were determined using one of the following:

- Address Matching – Building or Street Segment
- Address Matching – ZIP + 2 Centroid
- Address Matching – ZIP + 4 Centroid
- Address Matching – ZIP Centroid
- Classical Surveying Techniques
- GIS Generated – Aerial Photograph (DOQ)
- GIS Generated – Electronic Topo Map (DRG)

- GPS +/- 90 Feet – Collected Prior to May 1, 2000
- Handheld GPS – Differentially Corrected
- Handheld GPS – Not Differentially Corrected
- Map Grade GPS – Differentially Corrected
- Map Grade GPS – Not Differentially Corrected
- Paper or Internet Map Interpolation
- Unknown

Building/Property Specifics

Current Use: If the property is currently in use, indicate the type of use. If the property is not in use, please indicate as “vacant”.

Past Uses: Please provide general descriptions of all known past uses of the property.

Buildings: Please describe the buildings located on the property using the table. If there are more than five buildings on the property, attach a separate piece of paper with the additional information.

Use: Provide a general description of the use or uses of the building, e.g. office, factory, warehouse, vehicle maintenance, etc.

Stories: Provide the number of stories.

Square Footage: Please list the square footage of the building.

Construction: Describe the material of which the building is constructed.

Condition: Assign a number based on the following rating system that best reflects the condition of the buildings. (Numbers 5 and 4 refer to the effort needed to return it the building to its most recent use. They do not reflect work that may be required to adapt the building for a different use.)

Rating system, with examples of typical conditions

- 5 Ready for occupancy
- 4 Needs mostly cosmetic work
- 3 Appears structurally sound, but has limited water, fire, vandalism or similar damage
- 2 Appears structurally sound, but has significant water, fire, vandalism or similar damage
- 1 Part or all of the building appears to have significant structural damage

Transportation

Nearest Interstate/Parkway: List the name of the nearest interstate.

Distance to Interstate: Provide the distance in miles to the nearest interstate.

Nearest Airport: Provide the name and location of the nearest airport.

Distance to Airport: Provide the distance to the nearest airport.

Rail Access: Give the name of the rail company and indicate if there is an existing spur or if a rail service is possible. If there is no existing or potential rail service, indicate “No Service.”

Water/Port Access: List the nearest water or port access and approximate distance.

Utilities

Water, Gas, Electric, Sewer, Broadband: List the utility provider. If a utility is not available at the property, list as “NA” or give a provider and list the distance to a supply line.

Environmental Information

Status of investigation: Indicate if a Phase I or Phase II Environmental Site Assessment is underway or has been completed. If one has been completed, indicate the date of completion.

Known or suspected contamination: The known or suspected contaminants may be listed individually or as categories of contaminants, e.g. metals, chlorinated solvents, pesticides, etc.

Status of remediation: List if remediation is “Not Yet Initiated,” “In Progress,” or Completed. If the remediation has been completed, list the type of closure document (e.g. “Notice of Completion,” “No Further Remediation Letter,” or “Covenant Not To Sue.”) issued by the Department for Environmental Protection and the date the document was issued.

Existing environmental or institutional controls: Give general description of any environmental or institutional controls on the property, e.g. commercial/industrial use only, maintain cap, no groundwater usage, etc.

Contact Information

Contact Name, Company or Agency, Mailing Address, Phone and E-mail: Provide contact information for the person to whom inquiries about the property should be made.

Additional Information

Submit graphics as separate files. Do not submit any copyrighted pictures, maps or aerial photos without written permission of the copyright owner to use the information in this capacity.

Graphics should be in color, but recognize that some potential purchasers may print the files on a black and white printer. Check the quality of the images when printed in black and white and adjust brightness and contrast accordingly. Likewise, check that any location icons or boundary lines remain visible when printed in black and white.

Picture: Provide a digital photograph of the property.

Map: The map should show a large enough area to provide insight into the neighborhood in which the property is located and to provide some reference points to help the reader locate the property. The property should be near the center of the map and an icon should highlight its location.

Aerial Photo: The property should fill most of the aerial photograph. It should have the approximate boundary indicated in a contrasting color.

Application Submittal Instructions

After completing the registration form, please mail or fax it to:

The Kentucky Brownfield Program
14 Reilly Rd.
Frankfort, KY 40601

or

Send via e-mail to: herb.petitjean@ky.gov

or

Fax: Attn. Kentucky Brownfield Program at 502-564-9720